

Reports - 1

10 January 1958

Chief, Management Staff

Chief, Records Management Staff

Weekly Report - Week Ending 6 January 1958

1. Contributions

a. Tangible

- (1) Five new and revised forms were completed.
- (2) Evaluated an Employee Suggestion proposing the combination of a copy-file and a regular charge-out slip into a single form and recommended its disapproval.
- (3) The Records Center received 159 cu. ft. of inactive records and destroyed 26 cu. ft.
- (4) The Engineering Division/Commo agreed to our proposal for the use of a mechanized rotary type card file. This will permit the centralization of several separate files, provide more efficient reference service, expedite filing of new cards and provide savings of approximately 30% in floor space.

b. Intangible

None

2. Assignment - Active

a. Audit of Records Control Schedules.

- (1) Office of Personnel.
- (2) Office of Operations, [redacted]

25X1A8a

Schedule has been reviewed by the branches and is now being coordinated with the Executive Officer. Forms used by the division are being collected preliminary to a possible overall forms survey. The audit of the schedule also developed the possibility of shelf filing and one of the officials of the division has visited the Biographic Register installation to observe its application there.

- (3) OMR. An audit of this schedule is underway.
- b. Installation of Filing Systems. 25X1X8
- (1) Additional installations are being made in [REDACTED]
 - (2) Office of Personnel. Additional installation being made in Personnel Evaluation Division.
- c. Twenty-nine new and revised forms in process.
- d. Forms Management Survey, Printing Services Division. Six new forms are in process of design.
- e. Survey of Personnel-type Vital Records.
- f. Shelf File Installations.
- 25X1A6a (1) Map Library/OMR.
The Engineer from GSA and the Agency Safety Officer have given verbal approval to our plan for a Shelf File installation in the [REDACTED] As soon as the Physical Security Division notifies us of their general approval for a secured area, a shelf file installation will go forward.
- (2) Medical Staff. The Administrative Officer has given tentative approval of a floor plan. We will now proceed with development of specifications for the proper type equipment.
- g. Review of Requisitions for Filing Equipment. Approved requisitions for 3 pieces of safe type equipment.
- h. Audit of Subject File Installations
Audited the following file installations made during 1957; OSI; Office of Personnel (5); OMR (2).
- i. Biographic Profile, Form 1200.
Difficulties are being encountered again with this specialty form which is used in conjunction with an electric typewriter equipped with an electronic eye tab key.
- 25X1A8a j. Assignments - Inactive
- a. [REDACTED] Space Layout and Equipment Survey.
 - b. [REDACTED] Register, Shelf File.
 - c. Office of Security, Shelf File.
 - d. Film Index Graphics Register, Special Card File.

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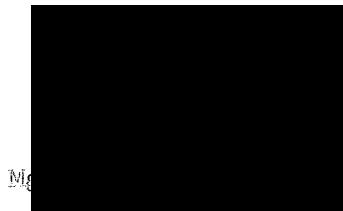
1. ~~None~~

- a. Discussed with Office of Logistics the possibility of transferring certain obsolete surplus filing equipment to GSA for credit towards the purchase of Open Shelf Files.
- b. Assisted the Suggestion Awards Staff in the retirement of inactive records to the Records Center.
- c. Discussed with representatives of OCI the possibility of using speciality type filing equipment for certain of their card files in a vaulted area.
- d. Discussed with a representative of the Documents Division, OCI, the possibility of a shelf file.

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